

APPLICANT INFORMATION

1. The County of York is an equal employment opportunity employer.
2. Positions open to the public are generally advertised in the Sunday classified section of the Daily Press and the Internet at www.yorkcounty.gov. The e-mail address of the Human Resources Office is employment@yorkcounty.gov.
3. For the convenience of the residents of York County, job opportunities are shown on Cable Channel 46.
4. Employment opportunities are posted on bulletin boards located in the hallway of the County Administration building, the Human Resources Office, the York County Library, and in other County buildings.
5. Most job announcements contain a close-out date.
6. It is the applicant's responsibility to ensure that their York County application or resume is received by the Human Resources Division by the close-of-business (5:00 p.m.) on the close-out date in order to be reviewed and considered. State and Federal application forms are not accepted.
7. The County's typing and shorthand testing is done by the Virginia Employment Commission (VEC), 6012 Jefferson Avenue, Newport News, VA. at (757) 247-2080 or 5235 John Tyler Highway Williamsburg, VA. at (757) 253-4738 or 1320 LaSalle Avenue, Hampton, VA. at (757) 727-4884 Call the VEC office for an appointment and upon completion of testing, inform the VEC staff to forward your test scores to York County via fax number 890-3699.
8. Do not include photocopies of training certificates, military discharge certificates, etc. Ample room is provided on the application to record such information.
9. **The applicant is responsible for copying any document to be included with the application. The County does not provide this service. Documents attached to an application become a permanent part of the record and are not returned.**
10. Complete all sections of the application. Enclose resume only if it adds meaningful information to the description of work in the application. A separate application is required for each position for which you wish to apply. Each application **MUST** have an original signature.
11. Interviews are granted by invitation only.
12. Applicants selected for interview are usually advised by telephone.
13. York County employment opportunities and application status are provided on our Employment Information Hot Line (757) 890-3690 (Automated Attendant System). Separate instructions are provided.
14. Applications for those not selected for the applied position are maintained in an alphabetical file for two years.
15. **Applicants are not automatically considered for future openings.** It is the responsibility of the applicant to notify the Human Resources Office when they become aware of another opening for which they are qualified and wish to be considered.
16. All inquiries concerning the employment process are to be addressed to the Human Resources Office only. The County discourages direct contact with the prospective department or supervisor. As a matter of policy, departments and supervisors have been instructed to refer such contacts to the Human Resources Office.

(See Reverse For Required Statement)